

PDF Forms

Included in this folder are two files designed to allow the user to input information directly into the documents on the computer. While maintaining the same file format as the other documents on this disc (accessible only through Adobe Acrobat or Acrobat Reader), the files entitled 'Lesson Plan Template' and 'OG Checklist' are unique in that they can be filled in like any form on the computer. To do so, simply open the document and single click in the desired input area. Once done, a blue box will appear within which you may enter the required information. Repeat this process until the form is completed. For your convenience, notes have been compiled below according to the program version installed on your computer. Please read these areas carefully before inputting information into the documents.

Users with Adobe Acrobat Reader only:

Saving: As a result of this program's function as a reader of documents only, the save and export features have been disabled. This unfortunately leaves the user with only the option to input information within the form and print it once it is completed. If you wish to have the ability to save or export the information entered, you must purchase the full version of the program.

Inputting in the documents:

- Moving from one input area forward to another can be accomplished by hitting the tab button in addition to single clicking in the area desired. This tab order cannot be changed.
- Moving from one input area back to a previous one can be accomplished by holding the shift button down and hitting the tab button.
- The text font and color is preset and cannot be changed.
- By default, the computer will attempt to maximize the size of the text to fit the blue box in which it is entered. This setting cannot be changed.
- Text entered into the document is automatically centered within the input area. This cannot be changed.
- The size and location of the input areas cannot be changed nor can any additional text boxes be created.
- The Sentence dictation and Oral Reading areas on the last page of the Lesson Plan Template have been preset to accommodate multiple lines, causing an incorrect alignment with the underlying dark lines. This setting cannot be changed.
- Text boxes have been created in the OG Checklist in order to note whether the student has mastered (M) or simply been introduced (I) to the material. Please be aware that because of the limited space in the checklist, anything longer than a simple code would be impractical.

Users with Adobe Acrobat (full version):

Saving: This program version places no restrictions on the user to save the document. To do so, click on file – save (or save as). Be sure to save the document as a pdf file or risk losing some functionality in the new document.

Inputting in the documents:

- Upon opening one of the documents, you may notice it covered with numbered black boxes. These are the input areas that have been preset. In this view of the document, information cannot be inputted. In order to change to a view that can accommodate input, click on the hand icon located among the toolbars above the document.
- Moving from one input area forward to another can be accomplished by hitting the tab button in addition to single clicking in the area desired. This tab order cannot be changed.
- Moving from one input area back to a previous one can be accomplished by holding the shift button down and hitting the tab button.
- In order to change the attributes of the input area, click on the hand icon in the toolbars above the document and hit the f key. Double click on the desired field and a properties window will open in which you will be able to make changes.
- Refer to the Acrobat Help document for specifics on creating and altering form fields within the document.